



# UNION UNIVERSITY

SCHOOL of PHARMACY

## Students

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## Updating Student Information in E\*Value

The Office of Experiential Education would like to maintain current contact information for students, especially while students are completing pharmacy practice experiences.

In order for this information to remain current, students are asked to enter and maintain the following information in E-Value. All submitted information is visible to assigned preceptors via E\*Value.

- Cell phone number
- Current mailing address (Address where you are living during the rotation)
- Permanent mailing address (Could be parents address, permanent apartment or house, etc.)

Please refer to the information below in order to add and maintain your personal information in E\*Value.



The screenshot displays the E\*Value web application interface. At the top, there is a red header bar with the 'E\*Value' logo on the left, the 'UNION UNIVERSITY' logo in the center, and 'Union University School of Pharmacy' on the right. A left-hand navigation menu contains options: HOME, USER MENU, REPORTS (with sub-options: Performance, Evaluations, Miscellaneous, Schedules, PxDx, Time Tracking, Courses/Rotations), and LOG OUT. The main content area is divided into two columns. The left column contains a message: 'E\*Value has the following information recorded about you. If any of this information is incorrect or missing, please contact your E\*Value administrator, Laura Ladymon at lladymon@uu.edu.' Below this are details for 'Email: mstephen@uu.edu', 'Rank: P2', and 'Roles: MyFolio Owner, Student Preference Test Role, Student'. The right column shows a summary of evaluations: '4 Completed Evaluations', '6 Suspended Evaluation(s)', '35 Pending Evaluation(s)', and '0 Logged Interventions'. Below these columns is a text box with the instruction: 'If this or any other biographic information is incorrect or missing, please use the "Edit" option below to update.' This box contains the text 'Your Name is: Carmen TestStudentUnionU' and 'Your email address is: mstephen@uu.edu'. At the bottom of this box, an 'Edit' button is circled in red.

At the bottom of your Home Page, select "Edit" to add or update personal information.

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**Update Your User Information**

Use this screen to update your E\*Value information. Click on "Update" to save your changes.

Contact Information:	Custom Fields:
Cell Number: <input type="text" value="731-555-1212"/>	<b>Current Address</b>
Emergency Contact Name: <input type="text"/>	Current Street <input type="text" value="123 Cherry Grove Rd"/>
Emergency Contact Address 1: <input type="text"/>	Current City <input type="text" value="Jackson"/>
Emergency Contact City: <input type="text"/>	Current State <input type="text" value="TN"/>
Emergency Contact State: <input type="text"/>	Current ZIP Code <input type="text" value="38305"/>
Emergency Contact Zip: <input type="text"/>	<b>User Miscellaneous</b>
Emergency Contact Email: <input type="text"/>	Alternate Email <input type="text" value="Carmen@carmen.com"/>
Emergency Contact Phone: <input type="text"/>	
Emergency Contact Relationship: <input type="text"/>	
Permanent Mailing Address 1: <input type="text" value="10 Main Street"/>	
Permanent Mailing Address 2: <input type="text"/>	
Permanent Mailing City: <input type="text" value="Hometown"/>	
Permanent Mailing State: <input type="text" value="TX"/>	

Please complete and maintain your Cell Phone Number, Permanent Mailing Address, and Current Address.

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School of Pharmacy

**Update Your User Information**

Use this screen to update your E\*Value information. Click on "Update" to save your changes.

Emergency Contact Zip: <input type="text"/>	Current State <input type="text" value="TN"/>
Emergency Contact Email: <input type="text"/>	Current ZIP Code <input type="text" value="38305"/>
Emergency Contact Phone: <input type="text"/>	<b>User Miscellaneous</b>
Emergency Contact Relationship: <input type="text"/>	Alternate Email <input type="text" value="Carmen@carmen.com"/>
Permanent Mailing Address 1: <input type="text" value="10 Main Street"/>	
Permanent Mailing Address 2: <input type="text"/>	
Permanent Mailing City: <input type="text" value="Hometown"/>	
Permanent Mailing State: <input type="text" value="TX"/>	
Permanent Mailing Country: <input type="text"/>	
Permanent Mailing Zip: <input type="text" value="12345"/>	
Permanent Email: <input type="text"/>	
Permanent Mailing Phone: <input type="text"/>	

Select "Update" when you have completed any changes.

## ***Student Prerequisites for Experiential Education***

Students must successfully complete all didactic courses scheduled before the beginning of each introductory or advanced pharmacy practice experience.

### **Administrative Requirements**

- A. **Professional Liability (Malpractice) Insurance.** Proof of Liability Insurance is required by IPPE and APPE sites. Union University shall maintain liability insurance with a coverage minimum of \$1,000,000 per incident and \$3,000,000 aggregate. The University recommends that all students purchase professional liability insurance with a with a coverage minimum of \$1,000,000 per incident and \$3,000,000 aggregate.
- B. **Medical Insurance.** Proof of medical insurance is required for all students prior to beginning experiential training. Coverage is available through Union University or through other sources. Proof of insurance may be in the form of a photocopy of the insurance card or policy. It is the responsibility of the student to immediately inform the Office of Experiential Education of any changes in medical insurance coverage.
- C. **HIPAA Compliance Training.** Union University adheres to all rules and regulations set forth by the Health Insurance Portability and Accountability Act (HIPAA). Students must complete the annual HIPAA and OSHA training required by West Tennessee Healthcare. A transcript of completed courses is available in the student portfolio.
- D. **Basic Life Support for the Health Care Provider.** Current certification in Basic Life Support for the Health Care Provider is required for all students prior to beginning professional practice experiences. Documentation may be in the form of a photocopy of the course completion card.
- E. **Criminal Background Check.** Union University requires that all students submit to an annual criminal background check. Union will also make a reasonable inquiry as to the status of status of each student by reviewing the HHS/OIG List of Excluded Individual/Entities or the General Services Administration's List of Parties Excluded from Federal Programs.
- F. **Urine Drug Screens.** All students must submit to an annual urine drug screen. Students may be asked to submit to random urine drug screens if the school determines there is sufficient cause.
- G. **Registration with State Board of Pharmacy.** Students are not required to register with the Tennessee Board of Pharmacy. Students completing rotations in other states must be registered as an intern in that state before beginning the rotation.

## Health Requirements

- A. **Measles (rubeola), Mumps, Rubella.** Students must provide proof of immunization for measles (rubeola), mumps and rubella or of a positive titer.
- B. **Chicken Pox (varicella).** Students must provide documentation of a history of chicken pox (varicella) or positive titer.
- C. **Hepatitis B.** Students must provide proof of Hepatitis B immunization or immunity.
- D. **Tuberculin Skin Test.** Proof of a negative tuberculin skin test is required annually. Students having a positive PPD test cannot participate in pharmacy practice experiences until they demonstrate lack of an active case or present evidence of that they are currently undergoing treatment.
- E. **Influenza.** Union University strongly encourages all students to receive an annual influenza vaccine. Students will provide proof of vaccination or declination.
- F. **Tetanus.** Students must provide proof of tetanus or tetanus-diphtheria immunization within the past 10 years.

## ***Student Responsibilities Prior to Pharmacy Practice Experiences***

- Students should prepare for the rotation in advance. Students must contact their preceptor **at least two weeks** prior to the beginning of the rotation. Students should discuss special instructions or information with the preceptor including arrival time, parking, where to report, special prerequisites, etc.
- Students are responsible for their own housing and transportation arrangements.
- Students are required to maintain a Professional Portfolio. The student should present the portfolio on the first day of each rotation to the preceptor for their review. The student may be required to submit the Portfolio to the Office of Experiential Education at any time. Each student is required to have a Professional Practice Experience Manual as part of the Portfolio.
- Students are required to maintain current prerequisite information, training, and health assessments including proof of the following:
  - Annual criminal background check
  - Annual urine drug screen (available from School)
  - Immunization record including an annual TB skin test
  - Liability insurance (available from School)
  - Medical insurance
  - HIPAA and OSHA training
  - Basic Life Support training
  - Registration with other state boards of pharmacy
- Students should discuss with the preceptor their experience in various pharmacy practice settings. Beyond the established learning goals and objectives, the student should discuss *their* goals for the rotation.
- Students should introduce themselves to staff members, patients, providers, etc. Students should always inform people that they are a student pharmacist. They should never represent themselves as anything other than a student.
- Student must demonstrate professionalism and appropriate clinical attitudes and behaviors. They should be courteous, respectful, and grateful. This is especially true towards preceptors.
- Students must comply with the facility's policies and procedures.
- Students are responsible for checking their email account on a **daily basis** as this is the School's primary method and sometimes only method of communication.

- The student must remember that the primary objective of the professional experience is learning, and learning is not a passive process. The student should seek to be actively involved in the practice setting.
- The student is expected to be assertive to the point of encouraging the preceptor to provide the broadest possible educational experience.
- The student should not publically question the advice or directions of the preceptor. Any discussions or clarifications should take place in private.
- The student should never hesitate to admit that they do not know something, and should seek help whenever needed.
- Students are expected to look up the answers to drug information questions themselves. The student should review the response with the preceptor prior to replying to a requestor.
- Students should not communicate professional decisions without first discussing decisions and alternatives with the preceptor.
- The student should take the initiative in communicating with healthcare providers and patients, but should not step beyond their role as a student.
- The student should be constantly alert to the laws and regulations which govern pharmacy practice, and seek clarification of any points which are not clear.
- Students should view all feedback and criticism by the preceptor as a constructive means of learning and not an attempt to embarrass.
- Students are required to complete and submit a Student Evaluation of Preceptor and Site immediately after completing each rotation. The evaluation should be honest and fair.

## ***Professional Portfolios***

All students are required to maintain a personal portfolio of their professional practice experiences. Items in this portfolio include: a letter of introduction, a student curriculum vitae, health and immunization records, a record of HIPAA and OSHA training, oral presentations, written assignments, and other work from courses or rotations.

Portfolios currently consist of a three-ring binder indexed into various sections representing work completed. Portfolios must be presented to preceptor at the start of every rotation.



## ***Student Housing for Rotations***

Housing is available at The Stephen Olford Center for students completing pharmacy practice experiences in the Memphis, Tennessee area. A request for housing at The Olford Center must be made with the Office of Experiential Education. Housing is available at no additional cost to the student.

### **The Stephen Olford Center at Union University**

4000 Riverdale  
Memphis, TN 38115  
901-757-7977

<http://www.uu.edu/centers/olford/>

Housing is available for students completing pharmacy practice experiences in Tupelo, Mississippi. A request for housing must be made with the Office of Experiential Education. Housing is available at no additional cost to the student.

Housing is not available for students completing pharmacy practice experiences in other locations. Students wishing to complete pharmacy practice experiences outside of West Tennessee are expected to secure housing at their own expense.

## ***Student Preparation Checklist***

1. Contact your preceptor at least two weeks prior to the beginning of the professional practice experience (PPE). Discuss special instructions or information with your preceptor including arrival time, parking, where to report, special prerequisites, etc.
2. Make certain your white lab coat is clean and pressed. Make certain you have an appropriate name badge that identifies you as a student pharmacist.
3. Make certain your Portfolio contains the required prerequisite information and that all information is current:
  - a. Proof of annual criminal background check
  - b. Proof of annual urine drug screen (available at School)
  - c. Copy of immunization record
  - d. Proof of liability insurance (available at School)
  - e. Proof of medical insurance
  - f. Proof of HIPAA and OSHA training
  - g. Copy of Basic Life Support training
  - h. Proof of registration with state Board of Pharmacy (if rotation outside of Tennessee)
  - i. Proof of registration with Mississippi Board of Pharmacy (required prior to APPEs)
4. Arrange and verify housing and transportation plans (if required).
5. Update the School of Pharmacy with any change in contact information including address, e-mail, cell phone, etc.

## ***Student Day-One Check List***

1. Follow your preceptor's instructions regarding arrival carefully. Plan to arrive at least 15 minutes early. Traffic congestion, parking delays, and difficulties finding meeting locations can take more time than you think. Being on time makes a great first impression. Arriving late does not.
2. Dress appropriately. Make certain your white lab coat is clean and pressed. Make certain you have an appropriate name badge that identifies you as a student pharmacist. (See the Dress Code for further information). Cell phones should be on silent or vibrate.
3. Bring your Portfolio and offer it to your preceptor for their review. Some practice sites have strict requirements regarding student prerequisites. Your preceptor may need to review your portfolio for required documentation before your training can begin. Other preceptors or sites may be less stringent.
4. Be prepared to take notes. Orientation to the new site usually involves sharing a significant amount of information. Bring a notebook and be prepared to make notes that you can easily review throughout the practice experience.
5. Smile and be courteous as you meet new people. Introduce yourself to staff members if your preceptor does not introduce you.
6. Be enthusiastic. Even if the type of practice does not interest you, there is still much that can be learned.
7. Don't be afraid to say "I don't know." If you don't know the answer to a question, look it up. Active learning is far better than passive learning.
8. Discuss with the preceptor any anticipated absences. Discuss any change in the schedule or required assignments that may result because of the absence. (Review the Attendance Section of this manual). Do not ask off early for personal or employment reasons.
9. Pray for your preceptor.
10. Have fun. Enjoy the experience!

## ***Student End-Of-Rotation Checklist***

**Students should submit the following documentation at the conclusion of the rotation:**

- Reflective Paper**  
The assigned reflective paper should be uploaded to Coursework in E\*Value at the conclusion of the rotation. The Office of Experiential Education will review submitted work; however the grade is determined by the Clinical Preceptor.
- Assignments**  
A copy of all assignments (including reflective papers, pharmacy calculations, drug summaries, drug information forms, oral presentation slides or handout) should be uploaded to Coursework in E\*Value at the conclusion of the rotation. The Office of Experiential Education will review submitted work; however the grade is determined by the Clinical Preceptor. Failure to upload required assignments in a timely manner to E\*Value may result in a grade reduction for unprofessional behavior.
- Student Self Assessment, Evaluation of Preceptor, and Evaluation of Site** (Appendix C)  
All evaluations must be completed in E\*Value within 3 days of the conclusion of the rotation. All comments regarding the preceptor and the site must be written in a professional manner. The school will not share individual student evaluations with the preceptor. Preceptors will receive de-identified student feedback in aggregate.

### **Summary of coursework required for submission to E\*Value**

<b>Course</b>	<b>Interventions</b>	<b>Drug Information</b>	<b>Presentations</b>	<b>Other</b>
700	4 SOAP notes	2 questions	Inservice	IPE reflection paper
710A (all)	4 SOAP notes	2 questions	Inservice or journal article review	
710B (all)	4 SOAP notes	2 questions	Inservice or journal article review	Top 200 drug quiz (required once)
720	4 SOAP notes	2 questions	Inservice	
730 (all)	4 SOAP notes	2 questions	Inservice	
740-770			Inservice or project	